

172?

16 April 1963

MEMORANDUM FOR : Mr. Kirkpatrick

25X1A

SUBJECT : Reduction in the Number of Copies of Telegrams  
Furnished CIA by DC/T, Department of State

1. I have done some studying on the matter of processing State Department cables and I believe that we can, with some delay in processing time and some increase in cost per cable handled, reduce our copy requirements of non-S/S Telegrams from 17 to four. As we discussed sometime ago, I would like to show the total routing of each telegram on every copy routed. We are now showing the routing on S/S, LD/S/S, and E/O Telegrams, either on the cable or on the cover sheet. With four copies, we will pull two for immediate delivery to OCI/SIDO, route one copy to the Cable Secretariat Duty Officer for reading for DCI, and one copy direct to our processing section for dissemination and reproduction. The symbols will be shown on the copies reproduced so that everyone will know who else received copies. The Agreement for Implementing IAC Policy on Reproduction of Intelligence dated 12 December 1957 (copy attached) does not contain any restriction on the reproduction of such copies, i.e., where CIA is shown on the distribution.

25X1A

2. Attached is a draft of a letter for [ ] signature informing State Department that four copies will be sufficient. [ ] has concurred in the wording of this letter.

25X1A

3. [ ] Please return the IAC policy statement and a copy of the letter as finally signed.

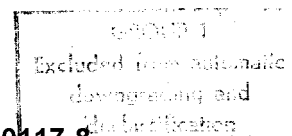
25X1A

25X1

[ ]  
Cable Secretary

Attachments:

- A - IAC Policy Statement
- B - Draft Letter



SECRET

D R A F T

Dear Henry,

You will recall that in my letter to you dated 9 March 1962, I promised that we would continue to study our copy requirements for Department of State communications.

I am pleased to report that our study has produced results. [ ] the CIA Cable Secretary, who visited your office with [ ] about a year ago, has told me that he can now reduce from 17 to four his copy requirements for telegrams distributed to CIA by the DC/T. From these he will reproduce copies as needed for those who have a need to know.

Since this reduction is considerably greater than the across-the-board reduction of 50% for which you were striving, I believe you will share with me a sense of gratification and a feeling that we are on the right track.

Please be assured that we are appreciative of the service you are providing to us, and I trust that the reduction in the number of copies of telegrams, which can be effected at once, will assist your communications staff.

Sincerely,

[ ] 25X1A  
Assistant Director

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